



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK  
PROBATION OFFICE**

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**POSITION ANNOUNCEMENT:** #2001-2 (amended 10/12/01)

**POSITION TITLE:** Temp. Office Assistant / Substance Abuse Team

**OPENS:** 1/01/2001

**CLOSES:** Open Until Filled

**TYPE OF APPOINTMENT:** Full Time

**SALARY:** CL 21- CL 22 (\$7.63 - \$11.98 per hour) Depending on your qualifications

**LOCATION:** SDNY - U.S. Probation Office

500 Pearl Street

New York, New York 10007-1312

**PROMOTION POTENTIAL:** CL 22/61, potential to become permanent after 1 year.

**AREA OF CONSIDERATION:** Open to all sources

**DUTIES AND RESPONSIBILITIES:** The office assistant will work within the office's substance abuse teams, where monitoring persons under federal supervision for substance abuse is required. Duties and responsibilities include:

- C Assist probation officers in the collection of specimen for the purpose of substance abuse monitoring.
- C Keep accurate records related to the substance abuse testing process.
- C Perform various clerical tasks related to substance abuse testing and generally helping the probation officer perform his/her duties.
- C Perform other related duties as assigned.

**QUALIFICATIONS:** Applicant must be a high school graduate or equivalent.

**PREFERRED QUALIFICATION:** College student

**HOW TO APPLY:** You may apply by submitting an OF-612, Optional Application for Federal Employment or your resume and a cover letter with the following information: announcement number and position title, personal information to include your full name; mailing address; area code and telephone number; social security number; and country of citizenship. List work experience with a description of duties; number of hours worked per week; supervisor's name and telephone number; dates employed and salary . Include educational level and date of graduation or receipt of type and year of any degree; and list other qualifications. List felony convictions with explanation of conviction. List relatives currently employed by the Federal government or U.S. Courts. Submit your completed application or resume to:

**United States Probation Office  
500 Pearl Street, 7<sup>th</sup> Floor  
New York, NY 10007-1312  
Attention: Personnel**

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER  
FOR PAYMENT OF NET PAY.**

**APPLICANTS MUST BE A CITIZEN OF THE UNITED STATES.**

**THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY  
EMPLOYER.**